



**FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY**
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Support Officer 1
(Bargaining Unit) **PCN:** 084204

DEPARTMENT: Establishment **P.R.:** T9

REPORTS TO: Erica Rivers, Supervisor

RESPONSIBILITIES: Reviews and interprets judicial and administrative orders, case narratives and other documents. Reviews and monitors cases for legal appropriateness. Prepares files and documentation when appropriate. Researches, reviews, and/or investigates multiple sources for correct information and verification through various statewide, countywide, and federally linked computer databases. Corresponds in writing with clients and other individuals to obtain information necessary for the execution of assigned duties. Attempts various location techniques to obtain service of necessary parties. Maintains records and tracks required information.

Provides general and specific information and responds to clients, the general public, other involved agencies and attorneys, via telephone, written letters, electronic mail and face-to-face discussions. Assists in covering caseloads for unit by performing casework, assisting walk-ins, and taking telephone calls.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework emphasis in business administration with six months of social work experience; or any equivalent combination of training and experience.

STARTING SALARY: \$16.61/hour, plus a comprehensive benefits package.
180 Day Probationary Period

DATE POSTED: Thursday, September 25, 2014

DEADLINE FOR APPLYING: Wednesday, October 8, 2014

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

- EOE -